

Business Technology Alignment (BTA) Architecture Working Group Meeting Minutes 06/15/04

Location:	830 1 st Street, NW, UCP (room 112B1), 9:30 – 11:00	
Present:	Denise Hill, FSA Enterprise Architecture Jackie Anderson, FP Jim Coffman, Acquisitions Nina Colon, Apps Joe Dickman, CSB Delivery (AEM) Larry Doe, ISLC (Anteon) David Elliott, CIO Stephanie Gross, Apps Processing Terry Hardgrave, EA (Pearson) Paul Hill Jr, ASEDS	Steven Hitchcock, Title IV Srini Kankanahalli, CIO Aqsa Khan, CIO Jessie Li, EA Renu Mahalingam, CIO Rich Reba, ED EA (CSC) Dana Riley, EA David Ringheimer, EA Marcello Rojzman, IFAP/SP Deb White, EA (Pearson)
Agenda:	<u>Agenda:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Review / Approve Previous Meeting's Minutes <input type="checkbox"/> "NIST Certified Encryption" to eliminate the Telnet / FTP Risk <input type="checkbox"/> Tivoli Access and Identity Manager solutions and potential Enterprise Security Architecture Options <input type="checkbox"/> Results of EA Review of FY06 Business Case <input type="checkbox"/> Website Management Tool 	
Action Items:	<p>Previous: No previously opened items.</p> <p>New:</p> <ol style="list-style-type: none"> 1. June – Srini Kankanahalli: Improve the communication of the System Security Requirements to the system developers. The System Developers are not getting the information they need from the SSOs. 2. June – Joe Dickman: Determine availability / ability to present the P3P requirements / potential implementation options at the July Architecture Working Group meeting – or whether he will send someone to present for him. 3. June – Joe Dickman / Nina Colon: Joe and Nina to meet to discuss the role-based assignments between CSB and PIN Site. 6. June – Srini Kankanahalli: Does Tivoli Access Manager integrate with Cisco Works? 7. June – Dana Riley: Meet with Mike Fillinich and the IT Services team to discuss / develop policies for Website Maintenance. See discussion notes for potential policies. 8. June – Denise Hill: Assign resources to look into Shutdown plan / procedures and Popkin tie-in with Telelogic (Doors Interface). <p>Closed:</p> <ol style="list-style-type: none"> 1. June – Deb White: Send WBI tool information to the Architecture Working Group. 	

	<p>Nina Colon made this request. <i>Closed:</i> WBI Tool presentation is included in the meeting minute distribution.</p> <p>2. June – Deb White: Check with Charles Exum to determine whether an emergency Architecture Working Group meeting needs to be called to discuss the Telnet / FTP Risk. <i>Closed:</i> Including this item on the July agenda is fine with Charles. No need for an emergency meeting.</p> <p>3. June – Srini Kankanahalli: Send Section 208 of the e-Gov Act to Deb White to be included in the June Meeting Minute distribution and provide a presentation of the requirements to the Architecture Working Group in July. <i>Closed.</i> Section 208 is included in the meeting minute distribution.</p>
Issues/Risks:	n/a
Next Meeting:	<p>Tuesday, July 13, 2004 9:30 am – 11:00 am 830 1st Street, NW, UCP (room 112B1)</p> <p>Expected Topics:</p> <ul style="list-style-type: none">○ Approval of previous meeting's minutes○ "NIST Certified Encryption" to Eliminate the Telnet / FTP Risk (Charles)○ P3P / 208-Compliant Requirements (Srini / Joe)○ Website Management Guidance (Dana / Jessie)

Meeting Discussion Items:

- **Review of Previous Meeting Minutes**
 - The previous meeting minutes were reviewed and no changes were made.
 - The Websphere Business Process Modeling tool is being purchased as part of the Integration Leadership task order. Larry Doe (ILSC) announced that IBM is offering 2-for-the-price-of-1 licensing; therefore, 10 licenses will be purchased. The tool is intended to be used for the purpose of capturing business processes and comparing processes across systems.
- **"NIST Certified Encryption" to Eliminate the Telnet / FTP Risk**
 - Charles Exum, Jr was unable to participate in this month's meeting and therefore, this agenda item was skipped. The presentation has been included in this month's meeting minute distribution, but Charles will present the material in July. (See attachment)
- **Platform for Privacy Preferences: P3P (unscheduled agenda item)**
 - Joe Dickman from the CSB Delivery Team asked the CIO Organization to identify the type of technology that is going to be supported at the VDC related to a solution for Platform for Privacy Preferences (P3P). On September 26, 2003, the OMB issued Guidance for implementing Section 208, the Privacy Provisions of the E-Government Act of 2002. This updates previous guidance in relation to privacy responsibilities, the posting of privacy policies, use of tracking technologies (agencies are forbidden to use persistent cookies and web beacons), and the requirement for parental consent for the collection of personal information from children consistent with the Children's Online

Privacy Protection Act (COPPA). A solution for P3P must be implemented to be considered "208-Compliant" (see Section 208 of the e-Gov Act).

- Joe is going to meet with Schonda Piper to identify different options.
- Joe went on to explain that there are 2 policies: a) Compact Policy – short summary for cookies, and b) Full Policy – contains a lot of information and not sure what all can be implemented. ED's ability to support this requirement is not as complex as FSA's because ED does not collect as much privacy data – but they do have a solution that has been implemented.
- Section 208 of the e-Gov Act has been attached to the meeting minute distribution.

○ **Tivoli Access and Identity Manager Solutions and Potential Enterprise Architecture Security Options.**

- Single Sign On is now being referred to as Simplified Sign On.
- Tivoli Access Manager is being used by CSB to support role-based administration.
- See page 9 of the presentation: discusses business benefits across the enterprise.
- The technology supports the Federated ID Authentication requirements where "trust" is passed across agencies if one has authenticated. During a recent BtlG meeting, the business owners stopped short of agreeing to this, but did want to make sure the door isn't closed to the future, as the environment is "pushing" FSA in this direction.
- Social Security Administration and USDA have implemented TAM.
- Joe Dickman of CSB proclaimed that Tivoli was a great leap forward for FSA and the CSB project. It simplifies development as time is not spent developing access controls because control is standard-based.
- See attached presentation.

○ **Website Management Tool**

- Denise asked the group how the different projects currently manage "link check". Is there a tool that is used to "spider" throughout the website to be sure there are no broken links?
- Some groups use webtrends, Google and Rational. Some projects leave this activity up to the vendor. Other options are to use Akamai, which has a caching service and the IT Services team.
- Frequency: Some sites rely on CIO to check links as time permits, others check once a month. Many sites have static information, and therefore, not looked after very well.
- FSA has a goal to create a website management policy that will be reviewed and adopted by the business owners for the following topics:
 - I. Withdrawing a document
 1. use of automation
 2. temporary document or equivalent message to keep link active.
 - II. Trap for "404" – missing, not broken link
 - III. Firewall protection can cause broken links
 - IV. Retire sites (desire a proactive approach)
 1. Redirect to comparable document / site
 2. What is the notification period / process?
 - V. Website Maintenance
 1. When maintenance extends to 8-10 hours, keep home page available with message so it doesn't appear like a broken link.
 2. "Splash" page
 3. AKAMAI – able to service from their own servers, making the maintenance to the production servers hidden to the users?
 - VI. Mike to price out AKAMAI and other services.

VII. Application shutdown plan / procedures (see Adjourn section at end of minutes for more information on this).

- When the policies have been created, they will become part of the FSA Technology Policies, Standards and Products Guide.
 - FSA will need to determine whether the policies will be called out in individual contracts – or – whether IT Services will need to offer them as a service.
- **Results of EA Review of FY06 Business Cases**
- This is a draft Summary Report created by the EA Team based on performing an enterprise architecture review of all business cases going to IPC.
 - The team also produced individual reports that will be shared with each business owner / project manager.
 - If issues were identified, the business case would then go to the Architecture Working / Support Group(s) for further review and discussion.
 - During the review, the team was looking for anomalies impacting that project's ability to get to the Target State.
 - See attachment.
- **Adjourn.**
- David Elliott asked for research / feedback into system shutdown plans / procedures at FSA. He plans on generating a template with the CSB Delivery Team. The Credit and Accreditation process touches on this topic, but it does not describe a true shutdown plan.
 - David Elliott also requested to hear more about the Popkin tie-in with Telelogic (Doors interface).
 - The next meeting date was scheduled for Tuesday, July 13th.